

Meeting Date:

June 27, 2000

Members Present:

Wanda Martin (Recorder)
Peggy Jones (Treasurer, proxy)
David Shonle (County Clerk, proxy)
Marty Womacks (Auditor)
Bennie Newell (Circuit Court, proxy)
Charlene Parks (IPS, proxy)

Others Present:

R. Matt Senseny (Office of Corporation Counsel)
Heather Smith (City-County Council)
Gordon Hendry (Mayor's Office)
Mark Mertz (Commission Counsel)

The meeting was called to order by Chairman Wanda Martin.

Approval of Minutes: A motion was made by David Shonle to approve the minutes of the February 24, 2000 meeting. Motion was seconded by Peggy Jones and unanimously approved.

Information Services Agency: A request was made to destroy the following records: Ameritech Customer Services Records of Equipment, Lines and Features (January to September, 1994; January to October, 1996); Ameritech Phone Bills (November & December, 1993, 1994 through 1995, February, April, May, August through October, 1996); AT&T Summarized Bills (October & November, 1993, 1994, March through December, 1995, January, May, August through October, 1996); AT&T Call Details (June, July, September, November & December, 1996); Telephone Operations Work Orders (1994 through 1995). Marty Womacks moved to accept this request. David Shonle seconded the motion and it was unanimously approved.

Office of Corporation Counsel: A request was made to destroy various Single Issue Files (1986 through 1996). The specific files are listed and attached to the PR1 form. Commission members were concerned that some of the listings were too vague. Mr. Senseny explained that these were research files from his predecessor. He stated that other staff looked at the files and felt the ones listed could be destroyed. Marty Womacks moved to accept this request after Mr. Senseny modifies the PR1 form with more specific wording. Motion was seconded by David Shonle and unanimously accepted.

City-Council: A request was made to microfilm and destroy the following: Action sheets, minutes, agendas, renumbered agendas and calendar of proposals (1996); Proposals Nos. 1-525 (1997); Proposals Nos. 526-812 (1997: General Orders 1-199 (1997); S.O. 1-19, S.R. 1-89, C.R. 2-72, G.R. 1-14, F.O. 1-130, PSSDFO 1-3, FSSDFO 1-2, SWSSDFO 1-5 (1997). David Shonle moved to accept this request. Charlene Parks seconded the motion and it was unanimously approved.

Amended Financial Retention Schedule: The Commission was asked to approve an amended retention schedule for counties financial and accounting records. The additions included specific financial records pertaining to records generated by the state's child support computer system (ISETS) now in use by Marion County. Chairman Martin moved to accept the amended schedule. The motion was seconded by David Shonle and unanimously accepted.

OLD BUSINESS

Publicity Committee: Ms. Martin stated that Gregory Jordan and David Shonle had volunteered to sit on this committee but since the original proxy no longer works in the city's Controller's office, she will call upon the new proxy, Earl Morgan to see if he would be willing to serve. Further action is tabled until an answer is obtained.

Amended Audit Statement to Retention Schedules: Mr. Mertz stated that although Marion County does not have an audit by the State Board of Accounts, the county's independent audit is sufficient to fulfill the retention schedules' requirement for an audit before destruction of various documents. Any agency is free to submit a request to the county's Public Records Commission and it is at the discretion of the Commission to approve or disapprove a request. According to Mr. Shonle, Rick Applegate, the state's Public records county analyst, said the state could give a written statement acknowledging the approval of outside audits as fulfilling retention requirements. The Commission hopes to see a letter shortly.

Mr. Mark Mertz introduced Gordon Hendry as the city's new public access counselor. Mr. Hendry expressed his interest in retention schedules and looked forward to working with the Commission.

There being no further business, Wanda martin adjourned the meeting.

Wanda Martin, Chairman

Sarah M. Taylor, Secretary